Position Title: Residential Counselor – On-Call (RC-OC)
Reports To: Residential Supervisor (RS)
Directly Supervises: NONE

Position Summary
Responsible to fill in for regularly assigned staff to provide active supervision and training for consumers. Responsible to instruct and coach consumers to become more independent in daily living skills. RC-OC must work within each specified time period to remain employed. (Specific details are outlined in the current Employee Handbook).

Essential Job Functions

• Instruct, supervise, and assist consumers in the development of daily living skills (including but not limited to leisure, time and money management, good health, safety, and habit development) in accordance with their Life Plan.
• Work with consumers to ensure sites meet agency standards of cleanliness.
• Ensure meals are prepared and served to consumers in accordance with diets; do weekly shopping for supplies as needed within budget.
• Plan, prepare and engage in a variety of training activities in the community, work and home settings with consumers. Ensure consumer environments are comfortable, productive and stimulating.
• Complete necessary information for meetings, incident reports, and any and all other required forms or logs as assigned with or on behalf of consumers.
• Responsible to meet the medical needs of the consumers and medication administration procedures.
• Attend and complete necessary training in accordance with department/agency requirements.
• Demonstrate flexibility in work hours and locations to account for vacations and illness of other staff, including overnights. Coordinate responsibilities and coverage when absent from work and communicate with main office as required. Follow policies on work hours and call in procedures.
• Represent Link Associates to internal and external stakeholders, consumers and the community in a professional manner.
• Complete and submit as instructed all required consumer documentation in a manner that is legible, timely, accurate, and inclusive of all required information.
• Complete other duties as assigned.

General Areas of Responsibility

• It is the responsibility of each Link Associates employee to:
  o Treat all consumers with dignity and respect, prioritize consumer needs, and advocate for the people we serve.
  o Maintain confidentiality of agency, consumer, employee and salary information.
  o Promote the human dignity, rights, safety and well being of consumers served.
  o Professionally and ethically handle agency and consumer money and property.
Fulfill all responsibilities as a mandatory reporter.
Display a positive attitude towards consumers, programs and the agency.
Demonstrate good communication with consumers, supervisors, peers, outside resources and family/guardians.
Demonstrate good attendance
Punctually attend all assigned meetings, in-services and trainings.
Demonstrate involvement as a team member.
Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
Submit paperwork and meet job responsibility deadlines as assigned.
Transport consumers with agency or own vehicle as assigned.
Maintain all required approvals/licensures/certifications.
Perform duties in a safe manner, in order to prevent injury to themselves and others.
Participates in and sees their role in community relations and fundraising efforts.
Other duties as assigned.

QUALIFICATIONS

• AA Degree in Human Services or a related field with one (1) year related experience preferred. Minimum of a High School Diploma or GED. Exceptions must receive prior approval from the Executive Director.
• Must meet agency policy on background checks.
• Agency Medication Manager Certification preferred.
• Possess ability to work on a daily basis, utilizing standard home, recreational, shop and office equipment.
• Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
• Position will contain Medium physical work consisting of occasional 2-hand lifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to forty (40) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The applicant will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

I have received and read a copy of this job description and have had the opportunity to ask questions regarding its contents.

Employee Signature

Date Signed

Job Description
Approved April 2014